

# Horndean Parish Council

# NOTICE OF MEETING

A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE WILL BE HELD ON MONDAY 16 MAY 2022 AT 7.30pm in JUBILEE HALL.

Members of the Committee Cllr D Alexander (Chairman), Cllr Mrs L Evans, Cllr A Forbes (Vice Chairman), Cllr J Lay, Cllr B Raymond, Cllr D Prosser, Cllr P Little are summoned to attend.

Carla Baverstock-Jones GCILEx, PSLCC, MCMI Chief Officer

10 May 2022

#### **AGENDA**

- To receive apologies for absence.
- Declaration of interest: Members are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. You must withdraw from the room or chamber when the meeting discusses and votes on the matter.
- 3. To open the meeting to members of the public to enable them to address questions to Parish Councillors. The period of time which is designated for public participation shall not exceed 20 minutes. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes. A question asked by a member of public during public participation session at a meeting shall not require a response or debate.
- To approve the Minutes of the Finance and General Purposes Committee meeting held on the 07 February 2022.
- To receive and consider the final 2021/2022 Management Accounts.
- To consider funding in respect of the purchase of CCTV monitors, and the IT upgrade provisionally agreed by Council.
- To receive a report and review the current Earmarked and General Reserves.
- 8. To receive and consider the application in respect of the following grants:
  - Holy Trinity Blendworth Church £1,000
  - Citizens Advice East Hampshire £1,000
  - Victim Support £200



# HORNDEAN PARISH COUNCIL

# FINANCE AND GENERAL PURPOSES COMMITTEE MEETING

MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD AT JUBILEE HALL ON 7<sup>TH</sup> FEBRUARY 2022 AT 7:00 PM

PRESENT:

Councillors D Alexander (Chairman), Mrs L Evans, A Forbes (Vice

Chairman), J Lay, P Little, D Prosser, B Raymond.

IN ATTENDANCE:

Carla Baverstock-Jones, Chief Officer (Minute Taker); Simon Ritson,

Responsible Financial Officer.

**PUBLIC** 

ATTENDANCE:

There were no members of the public present.

F&GP 033/21//22

TO RECEIVE APOLOGIES FOR ABSENCE

No apologies of absence received - All Members in attendance.

F&GP 034/21/22

TO RECEIVE ANY DECLARATIONS OF INTEREST

No declarations of interest were received.

F&GP 035/21/22

TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC

There were no members of the public present.

F&GP 036/21/22

TO APPROVE THE MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON THE 6<sup>TH</sup> DECEMBER 2021

It was **RESOLVED** that the minutes of the Finance and General Purposes Committee meeting held on the 06 November 2021, are duly signed as a true record of the meeting.

All agreed.

F&GP 037/21/22

TO RECEIVE AND CONSIDER THE QUARTERLY MANAGEMENT ACCOUNTS FOR THE PERIOD ENDING 31 DECEMBER 2021

A report was circulated by the RFO. A discussion took place highlighting the key points insofar as there is currently a £60k favourable variant, contributory factors – over achieving against hall income and staff vacancies within the countryside team. Forecast is for the £60k to rise slightly by the end of the year to £65k. The hall income was lower in December due to the closure for Christmas and redecorating.

It was <u>RESOLVED</u> to recommend to Council for a Repairs, Maintenance and Improvements line to be added to accommodate costs pertaining to the Jubilee building project, as opposed to these being recorded within Professional Fees.

F&GP 038/21/22 TO RECEIVE AND CONSIDER THE APPLICATION IN RESPECT OF THE FOLLOWING GRANT:

### HORNDEAN FOOTBALL CLUB - £645

It was <u>RESOLVED</u> to recommend to Council that the grant application of £645 for Horndean Football Club be agreed, subject to receipt of the formal quotation for the works to be undertaken.

Meeting o	closed at 19:27	om	
			Chairman
			 Dated



## HORNDEAN PARISH COUNCIL

FINANCE & GP MEETING: 16th May 2022

SUBJECT OF REPORT: Year End Management Accounts 2021-22

# Income & Expenditure (4-page spreadsheet attached)

The Year End has been closed and the detailed accounts are attached.

The Summary income and expenditure can be seen below.

Overall, the Council ended the financial year with a favourable variance against budget of £71.0k, after adjusting for movements to/from Earmarked Reserves.

Accounts to	YEAR	TO DATE I	NCOME	Notes	YEAR TO	DATE EXP	NDITURE	Makes
31/03/22	ACT	BGT	VAR	Notes	ACT	BGT	VAR	Notes
Central Costs	388,713	385,429	-3,284		181,008	191,266	10,258	New staff configuration
Grants	0	0	0		2,845	5,000	2,155	
Napier Hall	19,718	8,760	-10,958	Hall Income returning	21,363	20,073	-1,290	
Jubilee Hall	18,973	8,370	-10,603	Hall Income returning	27,183	20,388	-6,795	
Jubilee Hall - Admin	0	0	0		36,215	38,477	2,262	Rates bill lower than expected
Countryside Sites	18,667	11,729	-6,938	SDNP Grant, Private Donation	5,523	1,000	-4,523	
Amenity Sites	2,013	2,100	87		5,533	8,737	3,204	
Open Spaces	0	0	0		140,679	174,707	34,028	Staff Vacancies since Apr 1 (£37.3k)
GRAND TOTAL	448,084	416,388	-31,696		420,349	459,648	39,299	

#### Income:

- i) Central Costs: £3.3k (Favourable) mainly due to Councillor Grants received for the replacement of the shed at Napier Hall and for the SID.
- ii) Napier & Jubilee Hall: £21.6k (Favourable) due to hall income returning to an annual average of 68% of pre COVID levels against a target set at 30%.
- iii) Countryside Sites: £6.9k (Favourable) due to grants from South Downs National Park for Tree Planting at St. Giles and tools plus a private donation towards new signage at Catherington Down.

#### Expenditure:

- iv) Central Costs: £10.3k (Favourable) mainly due to Salaries (£12.8k), a cost saving reconfiguration following the departure of the previous office manager partially offset by overspends on IT, Professional Fees and Insurance.
- v) Grants: £2.2k (Favourable). The £5,000 pot was not fully spent.
- vi) Napier Hall: £1.3k (Unfavourable). This is mainly due to an underspend on Utilities caused by previously over-estimated bills offset by an overspend on the Caretaker costs as hall activity increased again.
- vii) Jubilee Hall: £6.8k (Unfavourable): This is mainly due the redundancy payment made to the caretaker and the cost of the new curtains.
- viii) Jubilee Admin: £2.3k (Favourable) mainly due to a rates bill that was below the budget.
- ix) Countryside Sites: £4.5k (Unfavourable) due to the installation of hand rail at Downs Park and Signage at Catherington Down.
- x) Open Spaces: £34.0k (Favourable) mainly Salaries (£37.3 favourable) due to staff vacancies and sickness throughout the year. Additionally The New Blendworth Centre

have yet to return to litter picking duties contributing a further £2.2k favourable variance. This was partially offset by increased expenditure on Tree Maintenance for work that had been contracted out due to staff shortages.

# **Balance Sheet**

As can be seen in the table below, General Reserves stood at £154.0k, with a further £168.9k in Earmarked Reserves (EMR).

orndean Parish Council Balanc to the end of March 2022	THE RESERVE THE PARTY OF THE PA	Horndean Parish Council Reserves	MAR	Notes
Current Assets	EEE		BUSIN	
Debtors - Sales Ledger	4,446	Represented By :-		
Debtors - VAT Control A/C	10,253	<b>Total General Funds</b>	153,965	
Co-op No. 1 Account	36,081	IT Equipment EMR	2,500	
Cambridge & Counties Account	240,929	Vehicle Replacement EMR	4,495	
Lloyds Bank Current Account	39,661	Jubilee Hall Improvements EMR	10,000	
<b>Total Current Assets</b>	331,370	Napier Hall Improvements EMR	1,000	
<b>Current Liabilities</b>		The Granary Maitenance EMR	2,000	
Creditors	0	Lith Avenue/Lane EMR	3,000	
Accruals	8,446	Jubilee Hall Project EMR	79,905	Balance to be reclassified and EMR closed
Hall Income Deposits	100	New Playground Fund EMR	7,000	
Receipts in Advance	0	Grounds Equipment EMR	2,500	
<b>Total Current Liabilities</b>	8,546	Legal Costs EMR	4,000	
Total Assets Less Current Liablities	322,824	Election EMR	2,000	14.27
		Fencing EMR	4,000	
		Tree Maintenance EMR	4,000	
		LychGate Repairs EMR	1,500	
		South Downs National Park EMR	69	
	1	Community Infrastructure Levy EMR	38,990	Must be spent on CIL projects
		Land East of Horndean EMR	1,900	
		<b>Total Earmarked Reserves</b>	168,859	
		Total Equity	322.824	

Report Prepared by Simon Ritson, Responsible Finance Officer, 9th May 2022

INCOME AND EXPENDITURE TO MADOU 2022	2022 Current Month (MAR)					ייים מייי (או איייאור)	Annual	To/From	
A HONE OF THE PROPERTY OF THE	Actual	Budget	Variance	Actual	Budget	Variance	Budget	EMDe	Notes
Central Costs						allouice	Tafana	EMICS	
1000 201 Dracont									
201	0		0	380,265	380,265	0	380,265		
201	1,649	0	-1,649	2,908	0	-2,908	0		Napier Hall Shed Grants. SID Grants
201	0	0	0	11,773	0	-11,773	0	11.773	
201 In	0	0	0	3,404	3,404	0	3.40		
+	0	0	0	8	0	٩			
$\dashv$	153	130	-23	2.058	1 560	408	1 560		
_	0	200	200		2000	000	7000		
1110 201 Miscellaneous Income	0		8	2 6	7007	007	700		
TOTAL INCOME	1.802	33	4 472	200 000	200	OV-	٥		
2000 201 Admin Salaries	11 847	٤	2000	140,460	202,429	-15,05/	385,429	11,773	
201 Staff	770/11		L,7423	140,400	159,242	12,/82	159,242		Re-configuration of admin team mid year
2060 201 Staff Training	700		1 :	519	000	81	9009		
201 Medical	CCC C	001	bh7-	7/8	1,200	328	1,200		
201	223		-1/3	910	009	-310	009		
201	543		126	872	1,000	128	1,000		
102 102	185		86-	1,254	1,000	-254	1,000		
201	09	80	20	3,515	2,360	-1,155	2,360		
201	0	25	25	6	300	291	300		
4	162	156	φ	1.132	1.916	784	1 016		
4026 201 Stationery	198	100	86-	1.061	1 200	130	1 200		
4	816	932	116	4.636	4.800	164	4 800		
$\dashv$	1,460	1	06	1 920	2 000	Ca	000,0		
	1.590		-1 469	3 301	1 430	00 +	2,000		
4040 201 Insurance			60.7	TCC'C	1,130	1,901	1,430		
4062 201 Public Events	111		2 2	8,3/8	7,160	-1,218	7,160		
4072 201 Members Expenses & Training	CTT CT	20 20	-93 -	5,4/4	2,220	-254	5,220		
4078 201 Office Equipment	00-	8 1	20 1	-30	200	230	200		
201	0 9	55	22	208	099	152	099		
201	10	0	9-	20	0	-20	0		
ATOT	7		2	77	78	1	78		
STATE OF THE PROPERTY OF	17,290	17,023	-267	181,008	191,266	10,258	191,266	0	
513/ Grants							STATE OF THE PARTY		
DC 777	645	2,800	2,155	2,845	5,000	2.155	5,000		
TOTAL EXPENDITURE	645		2,155	2,845	5.000	2.155	2000		

INC	OMFA	INCOME AND EXPENDITIBE TO MARCH 2023	Currer	Current Month (MAR)	MAR)	Year to	Vear to Date (APR-MAR)	-MAR)	Annual	To/From	
		NO CAL ENDITONE TO MICHAEL 2022	Actual	Budget	Variance	Actual	Budget	Variance	Budnet	FMDc	Notes
		Nonigo Usi								2	
1075	301	Hall Tromp									
4	100	I Idiis Th'Ollife	2,515	730	-1,785	19,718	8,760	-10,958	8,760		Return to higher levels of occupancy
+	1	IOIAL INCOME	2,515	730	-1,785	19,718	8,760	ľ	8,760		
-	301	Staff Travel & Expenses	265	250	-15	2,476		ı	3 000		
	301	Rates	0	0	0	2.894			2 000		
_	301	Utilities	288	212	-76	206		1 50	2,500		
	301	Licensing	0	0	6	524	2007		700		
	301	Repairs and Maintenance	25	231	206	4 478	,	7	7 750		27 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
	301	Janitorial Supplies	0	9	9				2,730		includes new shed (from EHDC Grants)
	301	Caretaker Salaries	926	635	-794	9 390	7.5	0 1	7 542		
3060	301	Telephones	09	282	5	744			620		Hall activity increased
	-	TOTAL EXPENDITURE	1,567	1.392	-175	21 363	20.00		020		
		Jubilee Hall			2	44,303	20,073	-1,290	20,073		
1075	305	Halls Income	2,032	692	-1,340	18,973	8,370	-10.603	8 370		Return to higher levels of occurance
$\dashv$	1	TOTAL INCOME	2,032	692	-1,340	18,973		Ι'	8 370	6	( ) Constant
	305	Staff Travel & Expenses	0	9	09	332	720		720		
+	305	Rates	0	0	0	1,747	1,781		1 781		
+	305	Utilities	1,365	209	-1,156	3,726		-1.1	2.530		
+	305	Licensing	0	0	0	288			575		
3009	305	Repairs and Maintenance	4,220	288	-3,932	21,504	3,500	-18,004	3,500	11,895	incl. new microphones. External Cladding Logo Cleaning
+	305	Janitorial Supplies	0	12	12	21	100	79	100		
+	302	Caretaker Salaries	0	817	817	9,340	9,804	464	9,804		includes redundancy
3026	305	Security	15	54	39	1,016	670	-346	670		Supplies Control
+	305	lelephones	92	59	-33	1,104	708	-396	708		
+	3	Froressional rees	0	0	0	24,199	0	-24,199	0	24,199	Spelthame DDD
+		IOTAL EXPENDITURE	5,692	1,499	-4,193	63,277	20,388	ľ	20,388		
ŀ	200	Jubilee Hall - Admin									
2007	300	Rates	0	0	0	2,146	4,530	2,384	4,530		Bill lower than Tyfield
+	300	Utilities	222	218	4-	2,238	2,660		2,660		DDIA I IND DATE III
+	306	Repairs and Maintenance	55	72	17	2,332	875	-1	875		
+	306	Cleaning Salaries	117	96	-21	1,419	1	-278	1.141		
+	306	Janitorial Supplies	0	12	12	2	100	86	100		
+	300	Security	0	62	62	473	700	227	700	505	
3000	306	Telephones	130	158	28	1,579	1,940	361	1,940		
+	300	Professional Fees	0	0	0	0	0	0	0		
+	200	Loan interest	0	0	0	26,531	26,531	0	26,531		
-		IOIAL EAPENDIIUKE	524	618	94	36,720	38,477	1,757	38,477	505	

Ž	COME	INCOME AND EXPENDITURE TO MARCH 2022	Currer	Current Month (MAR)	MAR)	Year to	Year to Date (APR-MAR)	-MAR)	Annual	To/From	
			Actual	Budget	Variance	Actual	Budget	Budget Variance	Budget	EMRs	Notes
		Countryside Sites									
1005	407	HLS Payments	0	0	0	7.741	7.863	177	7 863		
1030	407	Rural Payments Scheme	0	0	0	3,649		'	3 116		
1035	407	Catherington Down	0	0	0	750			750		
1038	407	Councillor Grants	666	0	666-	2,329		-2.32	000		Tree Cambridge Profiles 11 - 1 - 1
1055	407	Other Grants	0	0	0	2.713		-2 713	0 0		Conin Ct Ciliation Coning Ct Ciliation Ct Ci
1110	407	Miscellaneous Income	0	0	0	1,485		-1.485			Private Donations to common of Court Desirate De
		TOTAL INCOME	666	0	666-	18,667	11.72	-6.93R	11 720	•	Trace Dollatoris le signage at Cath. Down, Tree
6010	407	Catherington Down	0	0	0	1.536		-1 536			
6020	407	Catherington Lith	0	0	0	6.546		-6.546		000	Signage
6054	407	Downs Park	0	0	0	2 363		2,2,5	0		I ree Carvings
0909	407	Hazleton Common	0	0	C	34		2,000	0 0		nand Rails at Downs Park
0209	407	Jubilee Field	89	C	89	618		013			
6150	407	Yoells Copse	0	0	0	006		010	5 6	000	
6160	407	Other Sites	678	87	-591	933	1 000	57	000		Iree Carvings
		TOTAL EXPENDITURE	746	87	-659	12 930	1,000	110	T'OOO		
		Amenity Sites				OCC/77	7,000		1,000	7,100	
1025	408	Football Pitches	175	175	c	2.013	2 100	100	001.0		
		TOTAL INCOME	175	175	0	2.013	ľ		2 100		
3001	408	Rates	0	0	0	1.223		24	1 247		
3150	408	War Memorials	185	0	-185	185		-15	170		
6130	408	Village Centre	0	38	38	7	200	493	200		
6160	408	Other Sites	0	100	100	0	1,200	1.	1.200		
6180	408	Football Pitches Maintenance	20	38	-12	288	200		200		
6205	408	Car Parks	0	0	0	0	300	300	300		
6580	408	Play Equipment	0	250	250	2,492	3,000		3,000		
7050	901	Playground Checks Salaries	0	148	148	1,338	1,820	482	1,820		
1	1	IOIAL EXPENDITURE	235	574	339	5,533	8,737	3,204	8,737	0	

Actual         Budget         Variance         A           32         20         -12           0         50         50         50           6,928         10,740         3,812         50         50           1,512         1,566         54         224         125         -99           224         125         -99         48         60         0         0           252         300         48         60         0         0         0         0           262         87         -175         570         -370         6,216         337         -5,879           6,216         337         -5,879         0         0         0         0           0         52         337         -5,879         0         0         0           0         104         104         104         0         0         0	Z	COME	INCOME AND EXPENDITURE TO MARCH 2022	Curren	Current Month (MAR)	MAR)	Year to	Year to Date (APR-MAR)	MAR)	Annual	To/From	
470         Telephones         32         20         -12           470         Telephones         32         20         -12           470         Public Events         0         50         50           470         Countryside Team Salaries         6,928         10,740         3,812           470         Litter Picking         0         185         185           470         Dog Waste Bins         1,512         1,566         54           470         Materials & Equipment Maintenance         224         125         -99           470         Waste Removal         350         125         -225           470         Waste Removal         252         300         48           470         Fencing         0         0         0           470         Fencing         262         87         -175           470         Tree Work & Maintenance         6,216         337         -5,879           470         Tree Work & Maintenance         6,216         337         -5,879           470         Personal Protection Equipment         0         0         0           470         Open Spaces, Capital items         0         0			7707	Actual		Variance	Actual	Budget	Variance	Budget	EMRs	Notes
470         Telephones         32         20         -12           470         Public Events         0         50         50         50           470         Countryside Team Salaries         6,928         10,740         3,812         3812           470         Litter Picking         0         185         185         185         185           470         Dog Waste Bins         1,512         1,566         54         56         54           470         Materials & Equipment Maintenance         224         125         -99         -99           470         Vehicle Running Costs         380         337         -43         48           470         Vehicle Running Costs         380         337         -43         48           470         Fencing         252         300         48         -175           470         Fencing         262         87         -175           470         Tree Work & Maintenance         6,216         337         -5,879           470         Personal Protection Equipment         0         104         104           470         Open Spaces, Capital items         0         0         0         0 <td></td> <td></td> <td>Open Spaces</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>			Open Spaces									
470         Public Events         0         50         50           470         Countryside Team Salaries         6,928         10,740         3,812           470         Litter Picking         0         185         185           470         Materials & Equipment Maintenance         224         1,566         54           470         Rangers Equipment Maintenance         350         125         -99           470         Vehicle Running Costs         380         337         -43           470         Vehicle Running Costs         380         337         -43           470         Fencing         0         0         0           470         Fencing         262         87         -175           470         Tree Work & Maintenance         6,216         337         -5,879           470         Uniform for Countryside Team         50         52         52           470         Personal Protection Equipment         0         104         104           470         Open Spaces, Capital items         0         0         0         0	3060	470	Telephones	32	20		385	240	-145	240		
470         Countryside Team Salaries         6,928         10,740         3,812           470         Litter Picking         0         185         185           470         Dog Waste Bins         1,512         1,566         54           470         Rangers Equipment Maintenance         224         125         -99           470         Rangers Equipment Hire         350         125         -99           470         Vehicle Running Costs         380         337         -43           470         Waste Removal         252         300         48           470         Fencing         262         87         -175           470         Fencing         262         87         -175           470         Tree Work & Maintenance         6,216         337         -5,879           470         Uniform for Countryside Team         570         200         -370           470         Personal Protection Equipment         0         104         104           470         Open Spaces, Capital items         0         0         0         0	4062	470	Public Events	0	50		0		009	009		
470         Litter Picking         0         185         185           470         Dog Waste Bins         1,512         1,566         54           470         Materials & Equipment Maintenance         224         125         -99           470         Rangers Equipment Hire         350         125         -99           470         Vehicle Running Costs         380         337         -43           470         Waste Removal         252         300         48           470         Fencing         0         0         0           470         Fencing         262         87         -175           470         Tree Work & Maintenance         6,216         37         -5,879           470         Uniform for Countryside Team         0         52         52           470         Personal Protection Equipment         0         104         104           470         Open Spaces, Capital Items         0         0         0         0	9200	470	Countryside Team Salaries	6,928	10,740	100	91,536	128,858	37.322	128.858		Staff Vacancies
470         Dog Waste Bins         1,512         1,566         54           470         Materials & Equipment Maintenance         224         125         -99           470         Rangers Equipment Hire         350         125         -99           470         Vehicle Running Costs         380         337         -43           470         Waste Removal         252         300         48           470         Grass Cutting         0         0         0           470         Fencing         262         87         -175           470         Tree Work & Maintenance         6,216         37         -5,879           470         Uniform for Countryside Team         0         52         52           470         Personal Protection Equipment         0         104         104           470         Open Spaces, Capital Items         0         0         0         0	6510	470	Litter Picking	0	185		0		2,220	2,220		Contract vet to be re-started
470         Materials & Equipment Maintenance         224         125         -99           470         Rangers Equipment Hire         350         125         -225           470         Vehicle Running Costs         380         337         -43           470         Waste Removal         252         300         48           470         Grass Cutting         0         0         0         0           470         Fencing         262         87         -175           470         Tree Work & Maintenance         6,216         37         -5,879           470         Uniform for Countryside Team         0         52         52           470         Personal Protection Equipment         0         104         104           470         Open Spaces, Capital Items         0         0         0         0	6530	470	Dog Waste Bins	1,512	1,566		6,034		233	6.267		
470         Rangers Equipment Hire         350         125         -225           470         Vehicle Running Costs         380         337         -43           470         Waste Removal         252         300         48           470         Grass Cutting         0         0         0           470         Fencing         262         87         -175           470         Tree Work & Maintenance         6,216         37         -5,879           470         Uniform for Countryside Team         0         52         52           470         Personal Protection Equipment         0         104         104           470         Open Spaces, Capital Items         0         0         0         0	0629	470	Materials & Equipment Maintenance	224	125		4,298		-2.798	1.500	300	includes tools funded by SDND Creat
470         Vehicle Running Costs         380         337         -43           470         Waste Removal         252         300         48           470         Grass Cutting         0         0         0           470         Fencing         262         87         -175           470         Tree Work & Maintenance         6,216         37         -5,879           470         Uniform for Countryside Team         0         52         52           470         Personal Protection Equipment         0         104         104           470         Open Spaces, Capital Items         0         0         0         0	6592	470	Rangers Equipment Hire	350	125		576		924	1 500		אומים לם הסתום כנסט כמסטים
470         Waste Removal         252         300         48           470         Grass Cutting         0         0         0           470         Fencing         262         87         -175           470         Training for Countryside Team         570         200         -370           470         Tree Work & Maintenance         6,216         337         -5,879           470         Uniform for Countryside Team         0         52         52           470         Personal Protection Equipment         0         104         104           470         Open Spaces, Capital Items         0         0         0         0	6620	470	Vehicle Running Costs	380	337	-43	2,982		1.018	4 000		
470         Grass Cutting         0         0         0           470         Fencing         262         87         -175           470         Training for Countryside Team         570         200         -370           470         Tree Work & Maintenance         6,216         337         -5,879           470         Uniform for Countryside Team         0         52         52           470         Personal Protection Equipment         0         104         104           470         Open Spaces, Capital Items         0         0         0         0	6624	470	Waste Removal	252	300		3.947		-347	3,600		
470         Fencing         262         87         -175           470         Training for Countryside Team         570         200         -370           470         Tree Work & Maintenance         6,216         337         -5,879           470         Uniform for Countryside Team         0         52         52           470         Personal Protection Equipment         0         104         104           470         Open Spaces, Capital Items         0         0         0         0	9899	470	Grass Cutting	0	0		16.850		-200	16.650	250	
470         Training for Countryside Team         570         200         -370           470         Tree Work & Maintenance         6,216         337         -5,879           470         Uniform for Countryside Team         0         52         52           470         Personal Protection Equipment         0         104         104           470         Open Spaces, Capital items         0         0         0         0	8638	470	Fencing	292	87	-175	1,546		-546	1 000	770	
470         Tree Work & Maintenance         6,216         337         -5,879           470         Uniform for Countryside Team         0         52         52           470         Personal Protection Equipment         0         104         104           470         Open Spaces, Capital Items         0         0         0         0	6640	470	Training for Countryside Team	570	200	-370	1,200		1 200	2 400		
470         Uniform for Countryside Team         0         52         52           470         Personal Protection Equipment         0         104         104           470         Open Spaces, Capital Items         0         0         0         0	6648	470	Tree Work & Maintenance	6,216	337	-5,879			-6.867	4 000		sub contracted jobs of our particular
470         Personal Protection Equipment         0         104         104           470         Open Spaces, Capital Items         0         0         0           TOTAL EXPENDITIBE         0         0         0	6650	470	Uniform for Countryside Team	0	52				88	624		מת כמוני מכנית למת מתב נת אמנו ואמנים ונובא
470 Open Spaces, Capital items 0 0 0 0 0	6651	470	Personal Protection Equipment	0	104	1	166	1	1.082	1 248		
	6661	470	Open Spaces, Capital items	0	0	0	4,855		-4,855	0	4.856	Hazleton Boardwalks
16,726 14,228 -2,498			TOTAL EXPENDITURE	16,726	14,228	-2,498	145,778	174,707	28,929	174.707	5.406	

THE THEORY	7,523	1,927	-5,596	459,857	416,388	-43,469		11,773
SRAND TOTAL EXPENDITURE	43,425	38,221	-5,204	469,454	459,648 -9,806	-9,806	459,648	48,600
SRAND TOTAL NET EXPENDITURE OVER INCOME	-35,902	-36,294	-392	-9,597	-43,260	-33,663		-36.877

											-	dass	S						-			
	Notes	Control of the Contro	Clauding for Jubilee Hall (Labour)	Carvings (CLL Monies)	Boardwalks (CIL Monies)	Circular Saw for Boardwalks (CIL Monies)	Synchronication of Alarm Curtame	Mitto Company of the	Mitte Saw for Boardwalks (CIL Monies)	Grass Cutting: Wagtail Road	PC Loan designed & applied to Office December 1	at a special of the s	114 Grip Strips for Hazieton Common Boardwalks	Carvings	Spiriton Collidar	Jubilee hall Decoration	rinal Invoice for Jubilee Hall Construction	Final Invoice for Jubilee Hall Construction			CIL Mones	
	PER	2	, ~	2 0		3	4	~	,	,	8	0	0	10	10	=	+	11		2	7	
	EMRS	340	350	350	occ	350	340	350	250	352	340	350	000	350	340	340	2	340		350	200	
	-MAR)																		49,105		244 773	27/47
	Year to Date (APR-MAR)	-6,200	009-	-4 540	0.07	057-	-505	-50	250	067-	-1,450	-307		-6,500	-5,695	-21.026	CCC F	-1,/23	-49,105	11.773	11 773	37,332
	IAR)									1			T				İ	1	22,749		c	
	Current Month (MAR)															-21,026	21 773	-1,123	-22,749		0	22,749
AD HISTMENTS FOR CHES.	ADJUSTMENTS FOR EMIKS	Harry Japp	Man & His Dog Carvings	AVS Fencing/Kennings Building Supplies	Crowfix	VIII.	Forward Control UK	Screwfix	NORSE		Osporne Signs	e-Decks	Mos o Line Cook	Mali & ris Dog Carvings	Harry Japp	Spelthams	dUd	TOTAL PARTIES INTEREST	IOIAL EAPENDITURE	East Hampshire District Council	TOTAL INCOME	NET TRANSFER
	ŀ	302	407	470	470	+	306	470	470	╀	coc	470	407	+	302	302	305	-		201		
STATE OF THE PARTY		4035	6150	6661	6590	200	3056	6590	9699	7007	4020	6661	6150	200	4035	4035	4035			1049		

RESTATED AFTER ADJUSTMENTS							
GRAND TOTAL INCOME	7,523	1,927	-5,596	448,084	416,388	-31,696	416.388
GRAND TOTAL EXPENDITURE	20,676	38,221	17,545	420.349	459,648	30 200	450 648
GRAND TOTAL NET EXPENDITURE OVER INCOME	-13,153	-36,294	-23,141	27,735	-43,260	-70.995	-43.260

**COUNCIL AGENDA** 

Date: 25 April 2022

**AGENDA ITEM: 12** 

SUBJECT OF REPORT:

TO RECEIVE A REPORT AND CONSIDER THE QUOTATION IN RESPECT OF AN UPGRADE TO THE ICT

**SYSTEM** 

A quotation has been received from our current ICT Provider, for the replacement of the current server hardware and Operating System at Horndean Parish Council office (please see quotation

attached).

• The current server hardware is 6/7 years of age and out of warranty.

The current Virtual Machine (VM) software is running version Windows Server 2012 R2

(Windows 8.1).

The current Operating System on both the physical and VM server is out of date and ideally

needs to be updated to Windows 2019 minimum.

 Back-ups are done daily, by changing the back-up disc in the office, which is taken off-site each evening. Our ICT Provider also takes a copy of a full back-up when doing their monthly

visit.

If the current server was to fail, our ICT Provider would have to rebuild the Server Operating

System from scratch.

With the spec on the new hardware, there would be scope to add services and future proof

the ICT provision.

The total cost for the upgrade to the ICT System is £5,642.99 + VAT

RECOMMENDATION

Council may wish to consider proceeding with the ICT System upgrade, to ensure the Server Hardware and Operating System is up to date and in-warranty in order to future proof the ICT

Provision.

Report prepared by: Sarah Guy, Office Manager

Report



# HORNDEAN PARISH COUNCIL

FINANCE & GENERAL PURPOSES MEETING: 16 May 2022

SUBJECT OF REPORT: Reserves Re-alignment

# **Background**

As part of the budget setting process completed in December 2021, a forecast was made for the level of reserves at the start of the next financial year. It is now time to review this.

(	Horndean Parish Council		RES	SERV	ES		
		A	В	C	D	E	
	RESERVES	Q4 FCAST Bgt 22-23	Q4 ACT Mar-22	F&GP 22-23	Other Adj.	Restated Apr-22	Notes
Code							
310	GENERAL FUNDS	143,738	153,965	-7,005	-5,000	141,960	
		143,738	153,965	-7,005	-5,000	141,960	
	EARMARKED FUNDS						
325	IT Equipment EMR	2,500	2,500			2,500	
326	Vehicle Replacement EMR	4,495	4,495	5,505		10,000	building reserve back to £25,000 at £5k per annum
328	Jubilee Hall Improvements EMR	10,000	10,000			10,000	
329	Napier Hall Improvements EMR	1,000	1,000	1,000		2,000	reduced as refurbishment undertaken in 2019-20, start increasing in 22-23
334	The Granary Maitenance EMR	2,000	2,000			2,000	
338	Lith Avenue/Lane EMR	3,000	3,000			3,000	
340	Jubilee Hall Project EMR	85,834	79,905		-79,905	0	balance remaining from the Public Works Loan transferred to new EMR
341	New Playground Fund EMR	7,000	7,000			7,000	
342	Grounds Equipment EMR	2,500	2,500			2,500	
343	Legal Costs EMR	4,000	4,000			4,000	
344	Election EMR	2,000	2,000			2,000	
346	Fencing EMR	4,000	4,000			4,000	
347	Tree Maintenance EMR	4,000	4,000			4,000	
348	LychGate Repairs EMR	1,500	1,500	500		2,000	increased pa by £500 to reach £5k for possible for repair works in 2027/28
349	South Downs National Park EMR	0	69			69	
350	Community Infrastructure Levy EMR	33,472	38,990			38,990	
351	Land East of Horndean EMR	1,900	1,900			1,900	
353	Five Heads Rec Playground EMR				5,000	5,000	
354	Future Development Facilities EMR				79,905	79,905	
	<b>TOTAL OF EARMARKED FUNDS</b>	169,201	168,859	7,005	5,000	180,864	

	DESCRIPTION OF FUNDS	
325	IT Equipment EMR	Reserve for future IT upgrades
326	Vehicle Replacement EMR	Assumed Lifecycle 5 years. Funding being re-built.
328	Jubilee Hall Improvements EMR	Reserve for future maintenance on Jubilee Hall and unexpected costs associated with the move to Jubilee Hall
329	Napier Hall Improvements EMR	Reserve for future maintenance on Napier Hall
334	The Granary Maitenance EMR	Reserve for future maintenance on the Granary
338	Lith Avenue/Lone EMR	Reserve for future maintenance on the Lith Re-surfacing
340	Jubilee Hall Project EMR	Reserve closed - previously for the building works of the extension to Jubilee Hall
341	New Playground Fund EMR	Reserve for maintenance/upgrades to existing Play area Equipment
342	Grounds Equipment EMR	Reserve for purchase of large pieces of equipment
343	Legal Costs EMR	Reserve for major legal and professional expenses
344	Election EMR	Funds for Parish Elections
345	Fencing EMR	Reserve for major fencing works
347	Tree Maintenance EMR	Reserve for major tree works
348	LychGate Repairs EMR	Funds to be increased year on year to prepare for any major project
350	Community Infrastructure Levy EMR	Funds Received stored here until projects to spend monies identified
351	Land East of Horndean EMR	Reserve for costs ossociated with Land East of Hamdean
353	Five Heads Rec Playground EMR	Reserve for upgrade of Play facilities at Five Heads Recreation Ground
354	Future Development Facilities EMR	Reserve for costs associated with future developments

#### Review

Column A was the forecast made for 31 March 2022 during the setting of the budget. Column B is the actual outturn as at 31 March 2022.

Columns C and D were the adjustments made to Reserves as part of the budget setting process.

### Decisions to be undertaken

To ratify the adjustments in Column C and Column D

At the Council meeting held on 25<sup>th</sup> April a decision was taken to approve expenditure on CCTV equipment to be installed at Jubilee Hall. This could be funded from the Jubilee Hall Improvements EMR that stands at £10,000.

At the Council meeting held on 25<sup>th</sup> April a quotation was presented for an upgrade to the IT System. The quotation, which is being queried, was for £5,643 (+VAT). There is £2,500 in an IT Equipment, so this would need to be topped up from either a) General Reserves or b) an Earmarked Reserve